1.0 How to submit a new case

1.1 Online Submission of a New Case

1. Login in with the Login ID you have already created (Please see **User Manual 1** if you have not created your E-Filing account).

2. The following page will appear. (***Figure 1***)

Figure 1

3. Move cursor over "***Filing***" (***1, Figure 2***)

4. Select "***Submit Filing***" (***2, Figure 2***)

Figure 2

5. Click on "***New Case***" button (***Figure 3***)

Figure 3

6. Select the filing details of your respective document(s) according to: (***Figure 4***)

   ✓ Court Location
   ✓ Court
   ✓ Type of Action

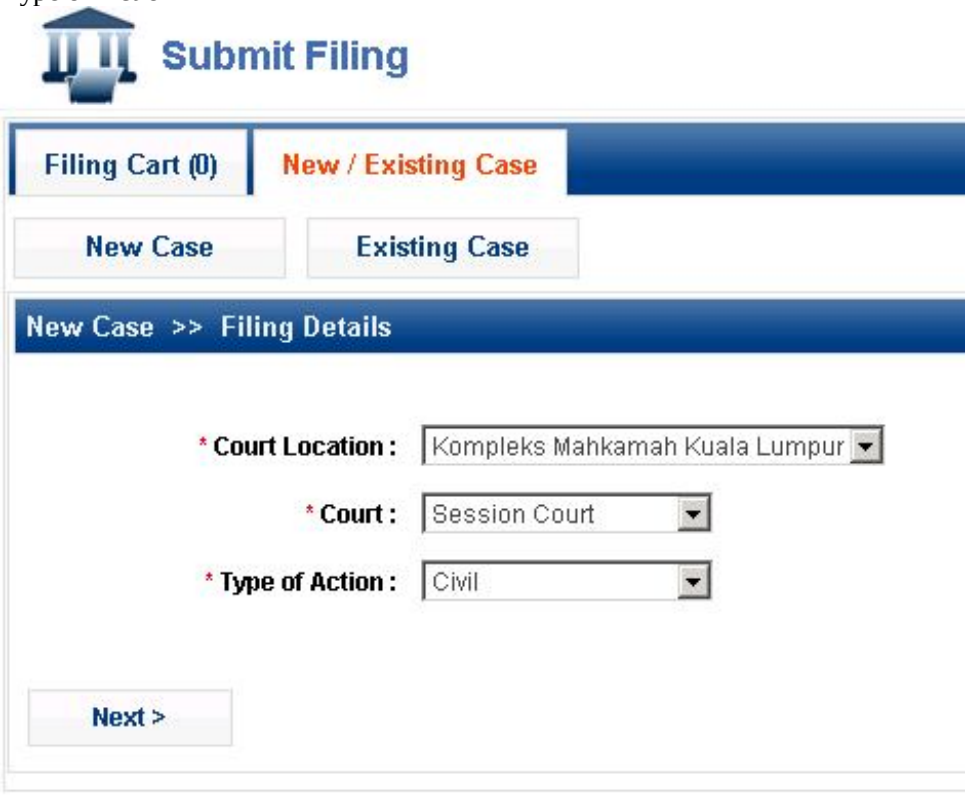

Figure 4

7. Click on "***Next***" Button.

8. Select the case code for the case that you would like to submit (***Figure 5***)
9. Key in amount of claim (if any)
10. Click on "***Next***" button to proceed.

Submit Filing
Filing Cart (0)
New / Existing Case
New Case
Existing Case
New Case >> Filing Details >> Case Details
Kompleks Mahkamah Kuala Lumpur > Session Court Civil
* Case Code :
Please select a value
Amount of Claim :
(If Monetary Claim)
< Back
Next >
Please select a value
Code 51 (Government Related) - Writ Of Summons
Code 52 - Writ Of Summons
Code 52A - Writ Of Summons
Code 53 - Writ Of Summons
Code 54 - Application
Code 56 - Writ Of Execution
Code 56J - Judgement Debtor of Summon
Code 57 - Inquiries
Code 58 - Petition

Figure 5

11. Click on "***Add Party***" button to add the full details of the parties involved in the suit (***Figure 6***)

Figure 6

12. Upon clicking on "***Add Party***", the following webpage will appear (***Figure 7***)

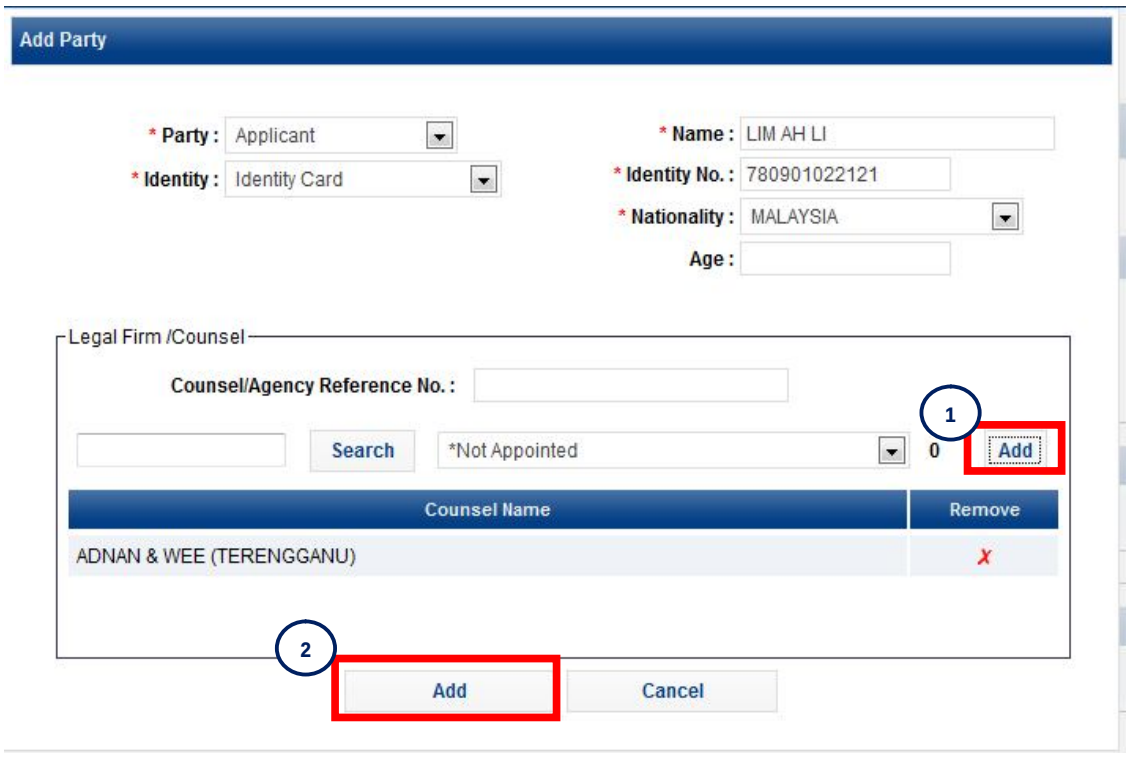

Figure 7

13. Fill in the details of the party (s):
    - ✓ Party – Eg: plaintiff, defendant
    - ✓ Identity – Eg: NRIC, Passport No
    - ✓ Party's detail – Name, Identity No, Nationality, Age, etc.
    - ✓ Plaintiff/ Applicant Lawyer / Law firm in charge
        - Search for the relevant law firm(s) by keying in at least 3 characters of the Firm's name and click on the "***Search***" button.
        - Select the correct law firm and click on the first "***Add***" button. (***1, Figure 7***)

14. Click on the second "***Add***" button to add the party the case. (***2, Figure 7***)

15. Click on "***Cancel***" button to cancel the addition.

16. Click on the "***Next***" button to proceed to add the documents (***Figure 8***)

Figure 8

17. Upon clicking "***Next***", the following page will appear. (***Figure 9***)

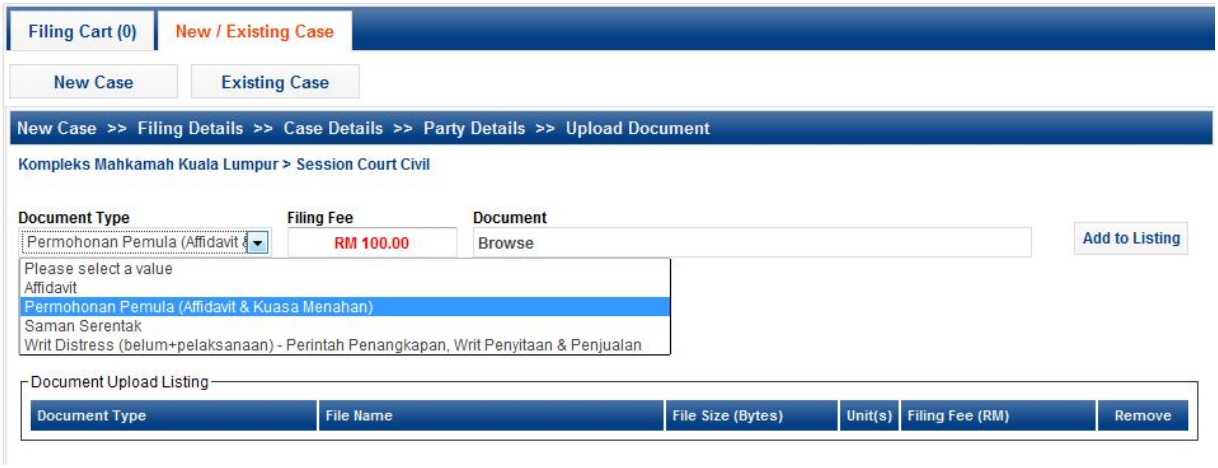

Figure 9

18. Select the **Document Type*** of the document you wish to file. The filing fees will be shown automatically.

* **Please ensure that you have selected the correct *Document Type* as the court(s) will reject the submission of your document(s) in the event the *Document Type* you have selected does not correspond with the document you have submitted for filing. In such cases, your filing fees shall be forfeited.**

* **It is important to note (before you get upset) that you do have many (sufficient) opportunities to check and/ or rectify you mistake(s) (if any) before you pay for and/ or finally file your documents online. It is therefore your duty to check the accuracy of your online submission.**

19. Click on "***Browse***" to search for/ select your document from your computer. Please make sure your document is in PDF format.

* **If you do not have your Roaming id with you, please make sure that the document is digitally signed before starting this online process. Files which have been digitally signed will come with a separate file with the same file name but with a ".sig" extension (signature file).**

20. The E-Filing System automatically detect whether the document you have selected has been digitally signed or not.

21. If the document has not been digitally signed, the "***Sign***" button will appear to allow you to sign the document. (***Figure 10***)

22. Click on the "***Sign***" button to sign the document.

Figure 10

If Document has not been digitally signed

23. Upon clicking on the "***Sign***" button, the following dialog box will appear. (***Figure 11***)

24. Key in the IC No of the lawyer who:

    a) owns the Roaming ID (Personal Certificate); and

    b) is to sign the document

25. Key in the corresponding pin number of the Roaming ID

26. Click on the ***"OK"*** button to proceed.
    Click on "***Cancel***" button to cancel the process.

Figure 11

27. When the file has been signed, there will be an indicator to show that the document has been sign. (***Figure 12***)

28. Click on the "***Add to Listing***" button to add the document to the Document Upload List.

Figure 12

29. The selected and signed document will appear under the Document Upload List. (***Figure 13***)

30. If you have wrongfully added the document to the Document Upload List, click on "*x*" under the "***Remove***" column to remove the document from the list.

31. If you have more than one document to submit for the same case, please repeat from step 18 onwards.

32. Click "***Next***" button, after all the documents for the same case have been added to the list.

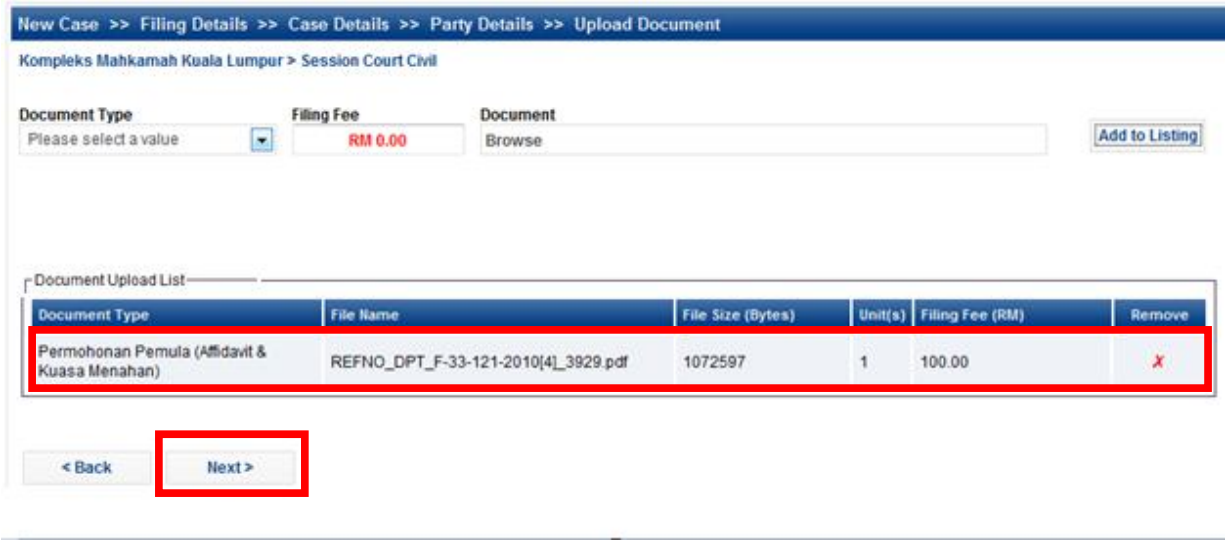

Figure 13

33. Upon clicking on "***Next***" button, a summary of the details which you have keyed in will appear. (***Figure 14***)

34. Please check the accuracy of the details you have entered.

35. Upon confirmation of all the details you have entered, click the "***Next***" button.

Figure 14

36. A summary of details of the document you wish to file will appear. (***Figure 15***)

37. Click "***Save to Filing Cart***" to save the document(s) to the cart.

Figure 15

38. Upon successful saving the document to the filing cart, the following pop up message will appear. (***Figure 16***)

Figure 16

39. "***Filing Cart***" tab will show a list of filing that you will make.

40. Click on the individual Filing ID to view details of the filing.

Figure 17

41. You can check the details of each case set out in the Filing Cart, by clicking on each case (***Figure 19***)

42. Should you wish to **file more than one** document, please proceed to repeat from Step 18 onwards before proceeding to Make Payment.

43. Once you have save the document to the filing cart the document will be start to upload to the e-Filing server. Hence You will be getting that the status of the document is "***Pending for Upload***".

    Click on "***Back***" to go back to the Filing Cart list.

    Click on "***Delete***" to delete the document if there are any error(s) found.

Figure 18

44. To monitor the progress of uploading the document, click on (on the top right hand side corner)

45. Upon clicking , the following screen will appear. (***Figure 19***)

    Click "***Close***" to close the dialog box.

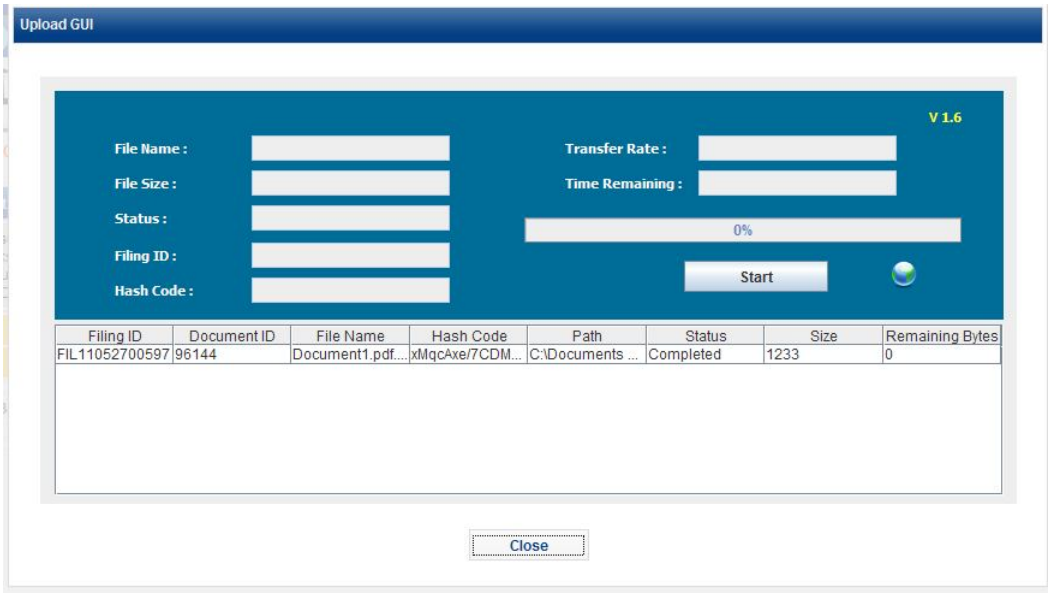

Figure 19

46. Upon finish uploading of the document, the status of the document will change to "***Ready for payment***"

Figure 20

47. Click on "***Make Payment***" to proceed for payment.

48. Upon clicking "***Make Payment***", the following screen will appear. (***Figure 21***)

49. Key in your Organization Certificate Token Pin Number stated in the Pin Mailer that was couriered to you together with your USB Token.

50. Click on "***OK***" to authorize and allow the document to be saved to the Filing Cart. Please take note that this can only be done if your USB Token is valid.

Certificate Authentication
Please plug in the USB Token (obtained from the successful application of the Organization Certificate) before you proceed with registration.
Token Pin Number
OK
Cancel

Figure 21

51. Upon clicking on the “OK” button, the following will appear. (***Figure 22***)

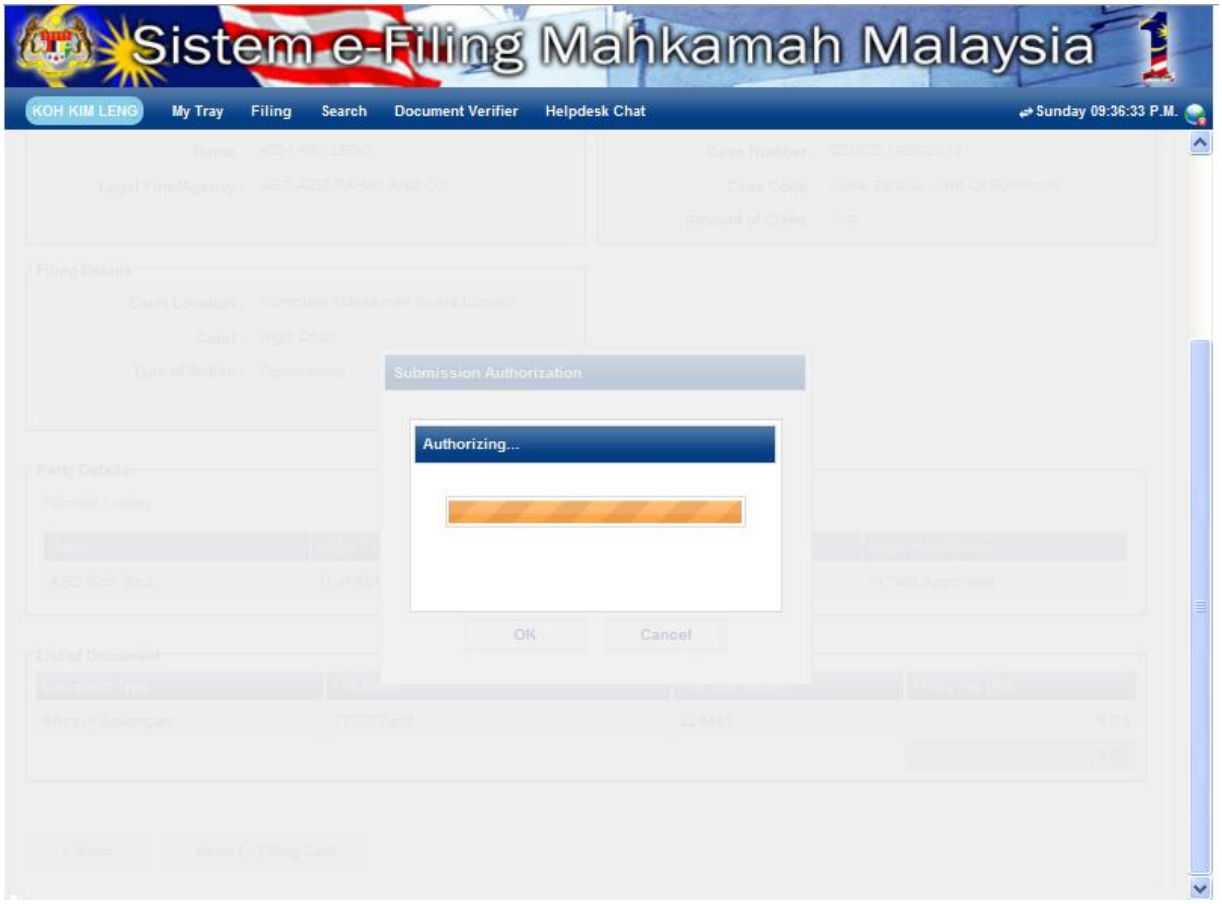

Figure 22

52. Upon successful of authorizing the submission, the following pop up message will appear. (***Figure 23***)

53. Click on "***Yes***" to proceed to pay for the payment.

    Click on "***No***" to cancel the process of making payment.

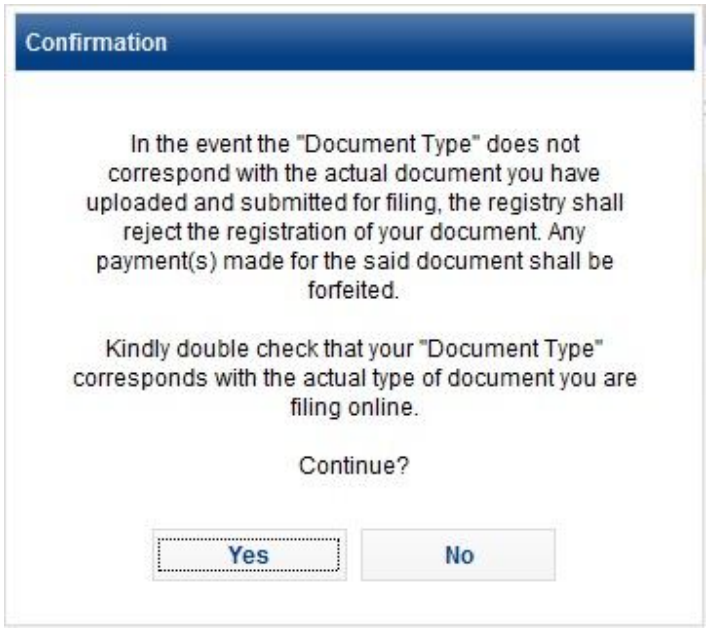
Confirmation
In the event the "Document Type" does not correspond with the actual document you have uploaded and submitted for filing, the registry shall reject the registration of your document. Any payment(s) made for the said document shall be forfeited.
Kindly double check that your "Document Type" corresponds with the actual type of document you are filing online.
Continue?
Yes
No

Figure 23

54. Upon clicking "***Yes***", the following pop up message will appear. (***Figure 24***)

Select a payment mode

Click on "***OK***" to proceed for payment

Click on "***Cancel***" to stop the payment

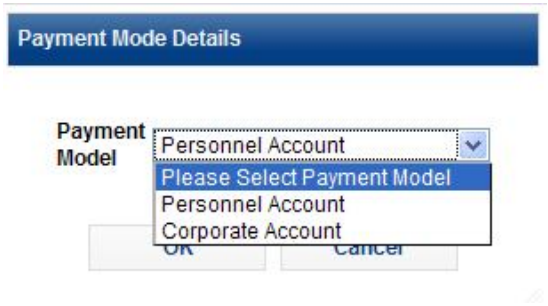

Figure 24

55. Upon clicking "***OK***", the following screen will appear.(***Figure 25***)
56. Click "***Proceed***" to proceed to make payment.

    Click "***Close***" to stop payment for the filing.

Sistem e-Filing
Mahkamah Malaysia
Filing Payment Summary
Payment Request No
FIL11022000007001
Filing Reference No
FIL11022000007
Case Number
22NCC-1480-2011
Submission Date
2011-02-20 21:43:22.000
Total Document
1
Total Amount (RM)
8.00
PROCEED
CLOSE
MEPS
FPX
Simple. Convenient. Secure
BANK ISLAM
CIMB Clicks
RHB Bank
FPX Operating Hours
From 7.00am to 11.00pm daily
ATTENTION :
* Kindly take note of the "Payment Request No." which will enable us to assist you better
* You must have an Internet Banking Account in order to pay online via FPX.
* Please ensure that your browser's pop up blocker has been disabled to avoid any interruption(s) during the payment process.
* Do not close browser / refresh the page until you receive confirmation that your payment had been approved.

Figure 25

57. Should you click the "***Proceed***" button, you will be lead to the FPX entry page. (***Figure 26***)
58. Select the appropriate bank.
59. Click "***Agree and Continue***" to proceed to make payment.

Figure 26

60. Upon clicking "***Agree and Continue***" FPX will show your payment detail(s) as shown in ***Figure 26***.

61. Click ***"Proceed"*** to proceed to make payment.

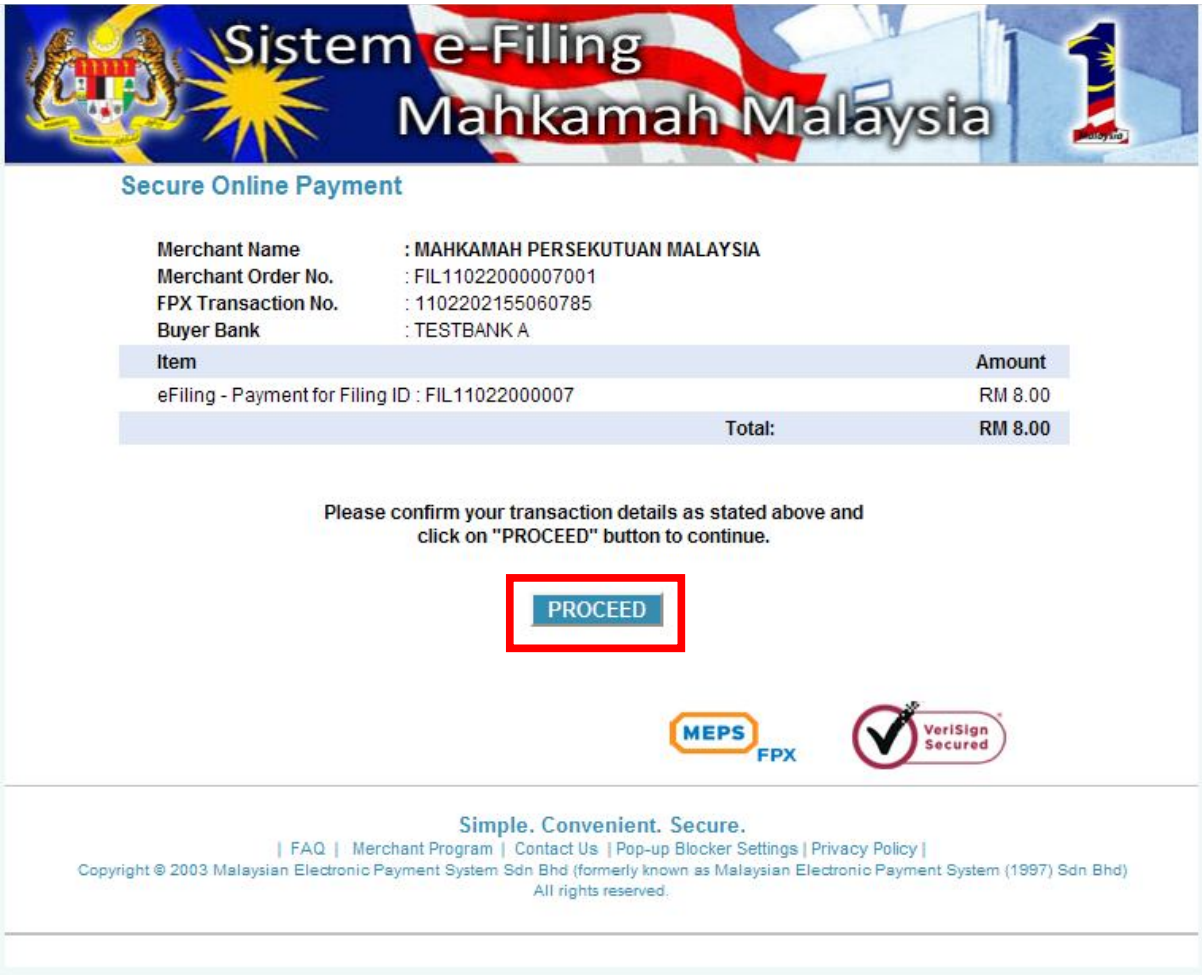
Sistem e-Filing
Mahkamah Malaysia
Secure Online Payment
Merchant Name : MAHKAMAH PERSEKUTUAN MALAYSIA
Merchant Order No. : FIL11022000007001
FPX Transaction No. : 1102202155060785
Buyer Bank : TESTBANK A
Item
Amount
eFiling - Payment for Filing ID : FIL11022000007
RM 8.00
Total:
RM 8.00
Please confirm your transaction details as stated above and click on "PROCEED" button to continue.
PROCEED
MEPS FPX
VeriSign Secured
Simple. Convenient. Secure.
| FAQ | Merchant Program | Contact Us | Pop-up Blocker Settings | Privacy Policy |
Copyright © 2003 Malaysian Electronic Payment System Sdn Bhd (formerly known as Malaysian Electronic Payment System (1997) Sdn Bhd)
All rights reserved.

Figure 27

62. Upon clicking "***Proceed***" FPX will lead you to your selected internet banking page. (***Figure 28***)

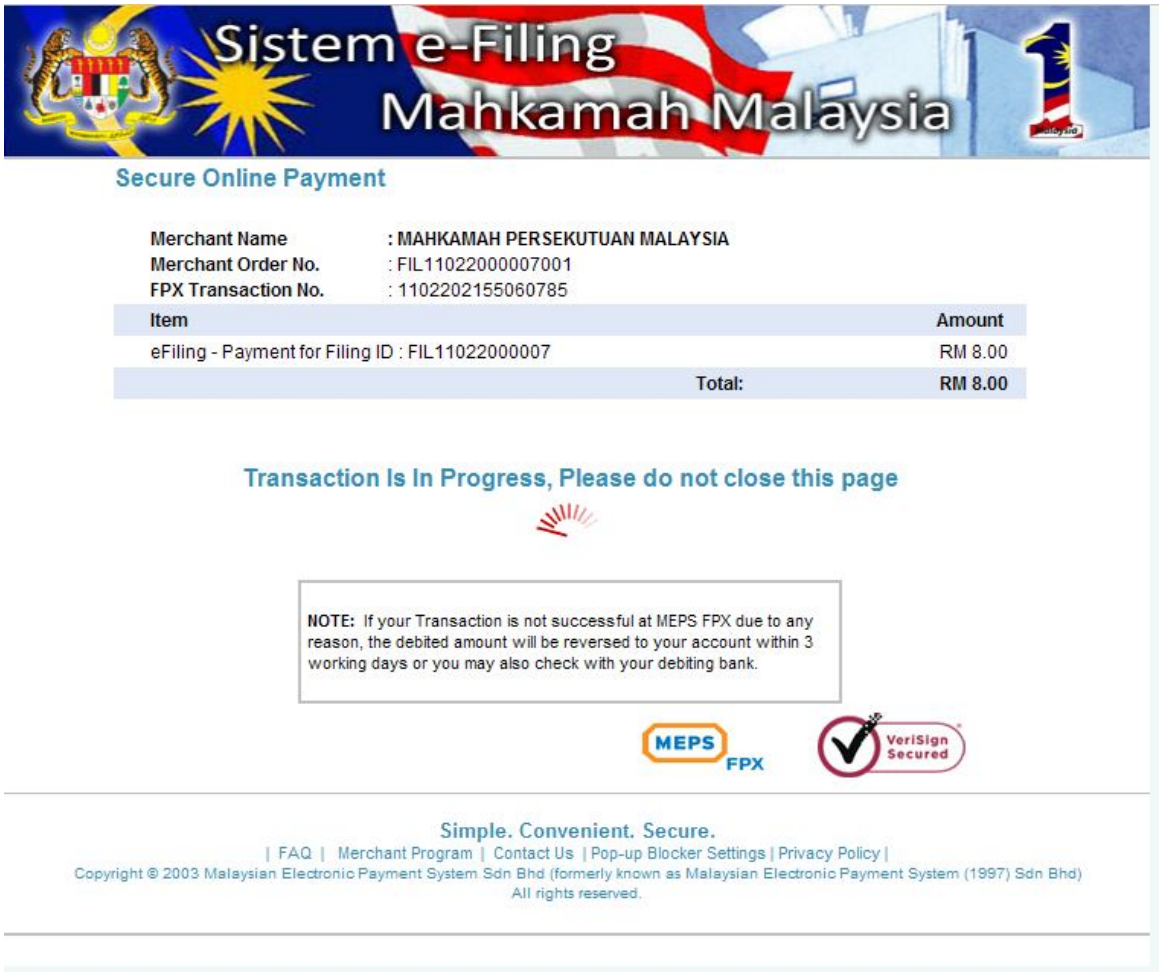
Sistem e-Filing
Mahkamah Malaysia
Secure Online Payment
Merchant Name : MAHKAMAH PERSEKUTUAN MALAYSIA
Merchant Order No. : FIL11022000007001
FPX Transaction No. : 1102202155060785
Item
Amount
eFiling - Payment for Filing ID : FIL11022000007
RM 8.00
Total:
RM 8.00
Transaction Is In Progress, Please do not close this page
NOTE: If your Transaction is not successful at MEPS FPX due to any reason, the debited amount will be reversed to your account within 3 working days or you may also check with your debiting bank.
MEPS FPX
VeriSign Secured
Simple. Convenient. Secure.
| FAQ | Merchant Program | Contact Us | Pop-up Blocker Settings | Privacy Policy |
Copyright © 2003 Malaysian Electronic Payment System Sdn Bhd (formerly known as Malaysian Electronic Payment System (1997) Sdn Bhd)
All rights reserved.

Figure 28

63. Upon successfully loading the page, the selected internet banking page will appear. (***Figure 29***)
64. Key in the account number and account pin number.
65. Check "***I accept the Term & Conditions***".
66. Click on "***OK***" to proceed for payment.

    Click on "***Cancel***" to cancel the payment.

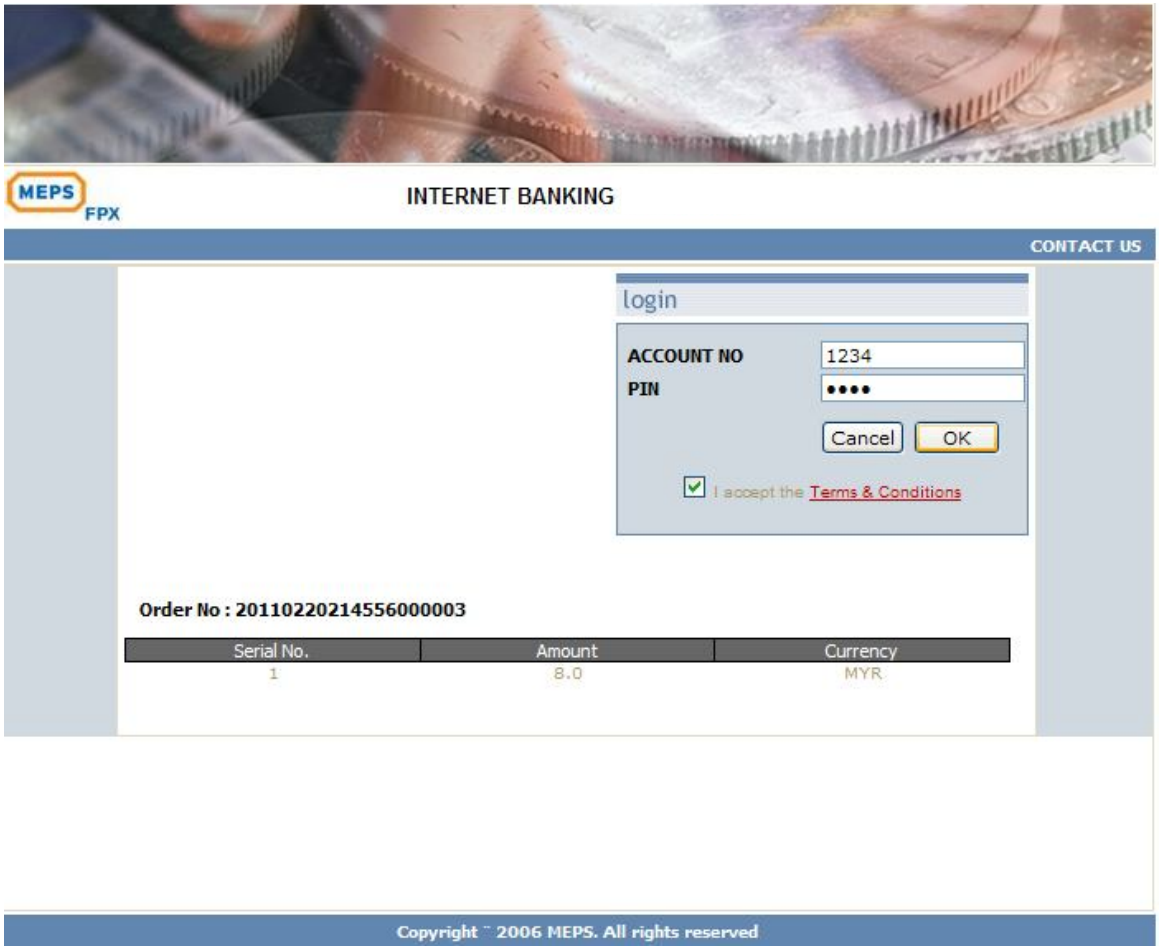

Figure 29

67. Click "***OK***" to proceed for payment.

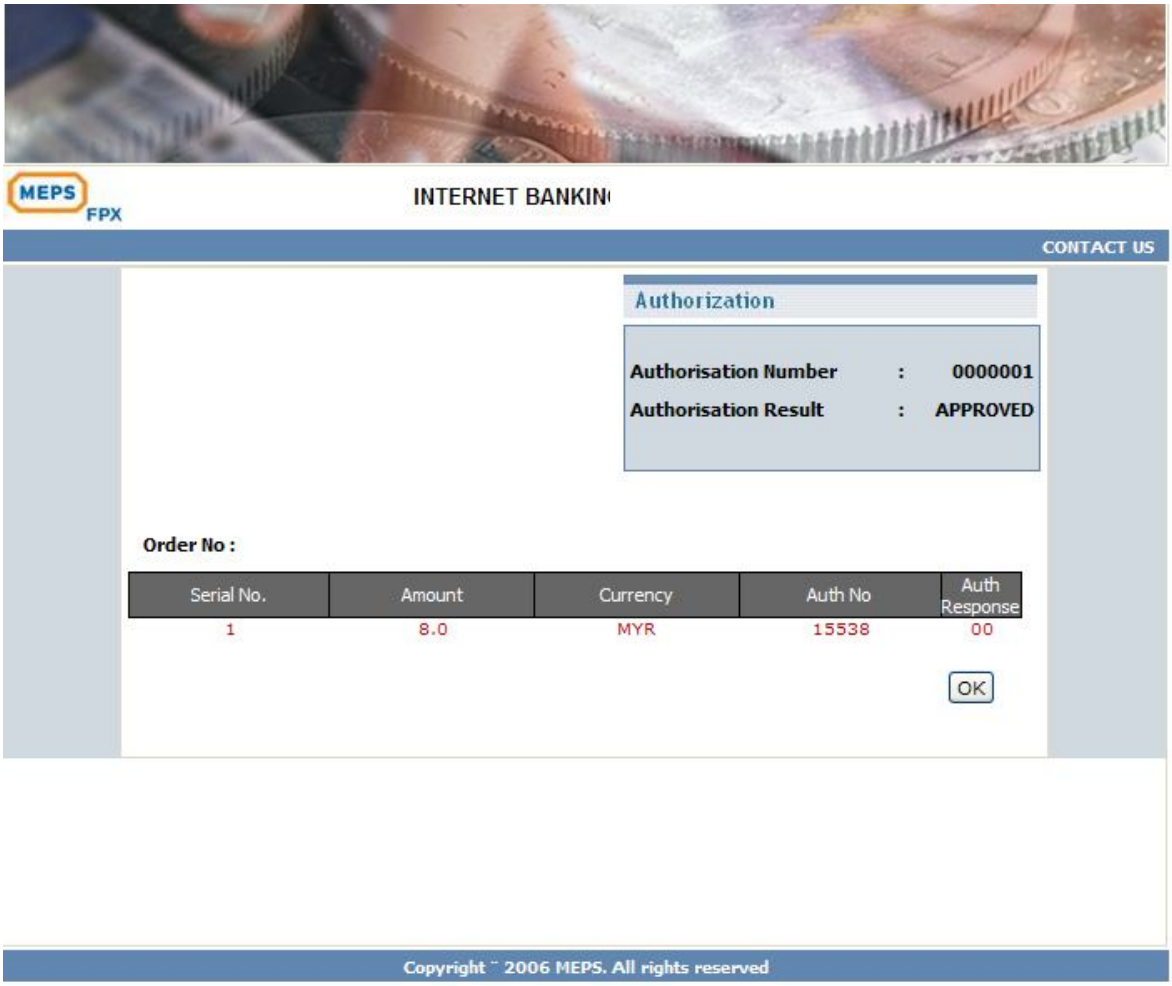

Figure 30

68. Click ***"Proceed"*** to confirm the payment. (***Figure 31***)

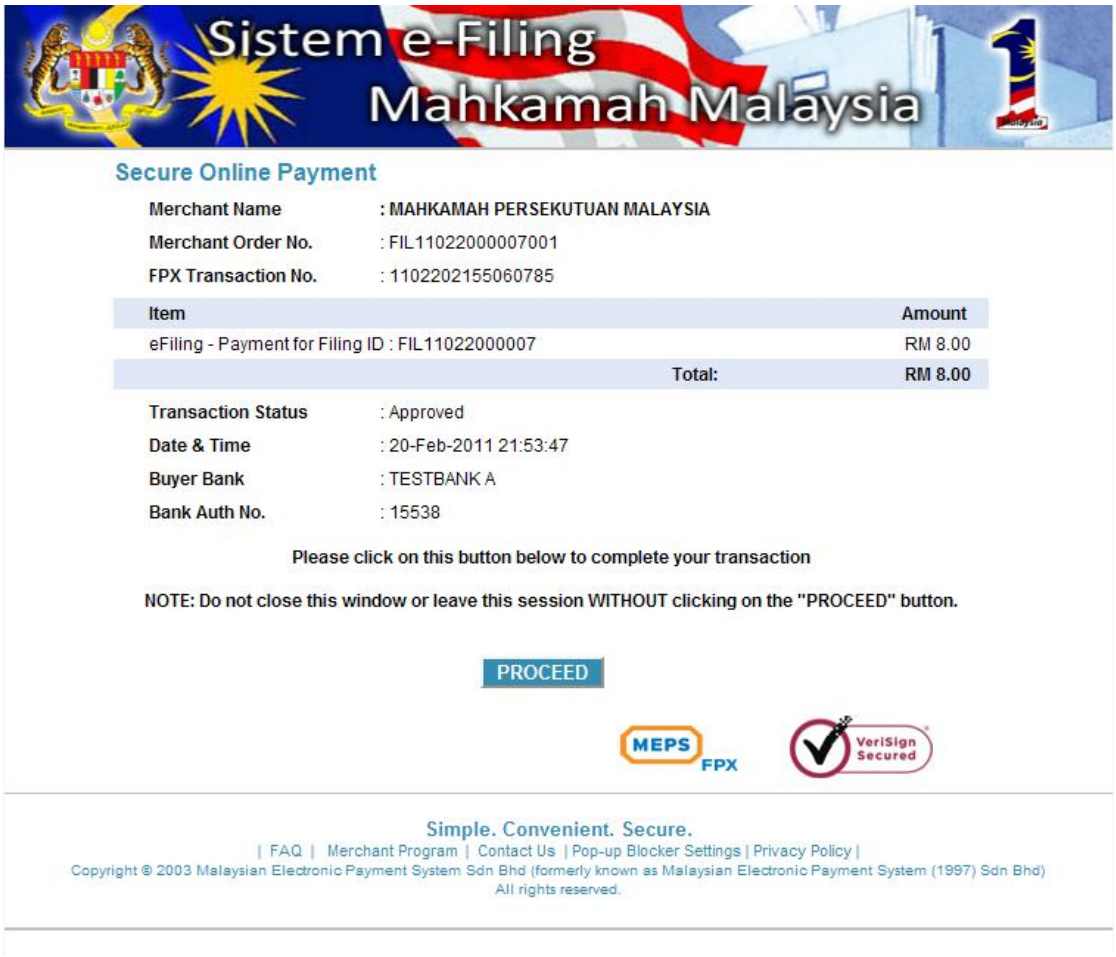
Sistem e-Filing
Mahkamah Malaysia
Secure Online Payment
Merchant Name : MAHKAMAH PERSEKUTUAN MALAYSIA
Merchant Order No. : FIL11022000007001
FPX Transaction No. : 1102202155060785
Item
Amount
eFiling - Payment for Filing ID : FIL11022000007
RM 8.00
Total:
RM 8.00
Transaction Status : Approved
Date & Time : 20-Feb-2011 21:53:47
Buyer Bank : TESTBANK A
Bank Auth No. : 15538
Please click on this button below to complete your transaction
NOTE: Do not close this window or leave this session WITHOUT clicking on the "PROCEED" button.
PROCEED
MEPS FPX
VeriSign Secured
Simple. Convenient. Secure.
| FAQ | Merchant Program | Contact Us | Pop-up Blocker Settings | Privacy Policy |
Copyright © 2003 Malaysian Electronic Payment System Sdn Bhd (formerly known as Malaysian Electronic Payment System (1997) Sdn Bhd)
All rights reserved.

Figure 31

69. Should your payment be successful, a receipt will be available for you to print for your own records. (***Figure 32***)

70. Select the printer to print the receipt.

71. Click "***OK***" to print official receipt for the payment.

    Click "***Cancel***" to cancel printing receipt.

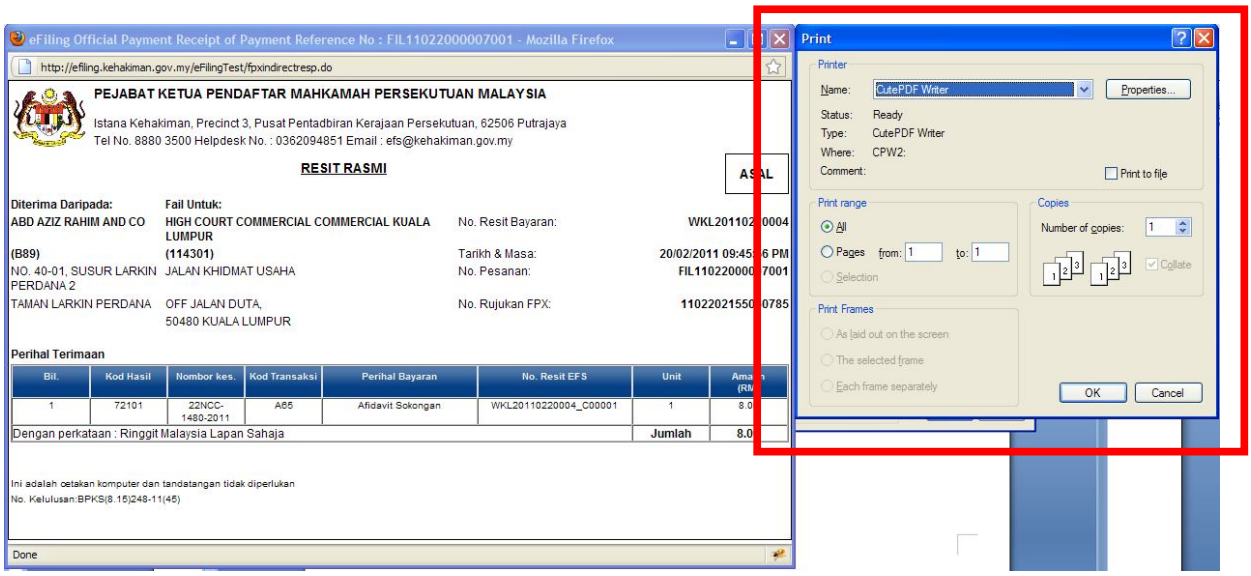

Figure 32

72. Thereafter, a notification will be sent to the "***In Tray***" of your e-Filing account.

73. Click on the message(s) in your in tray to view details of transaction.

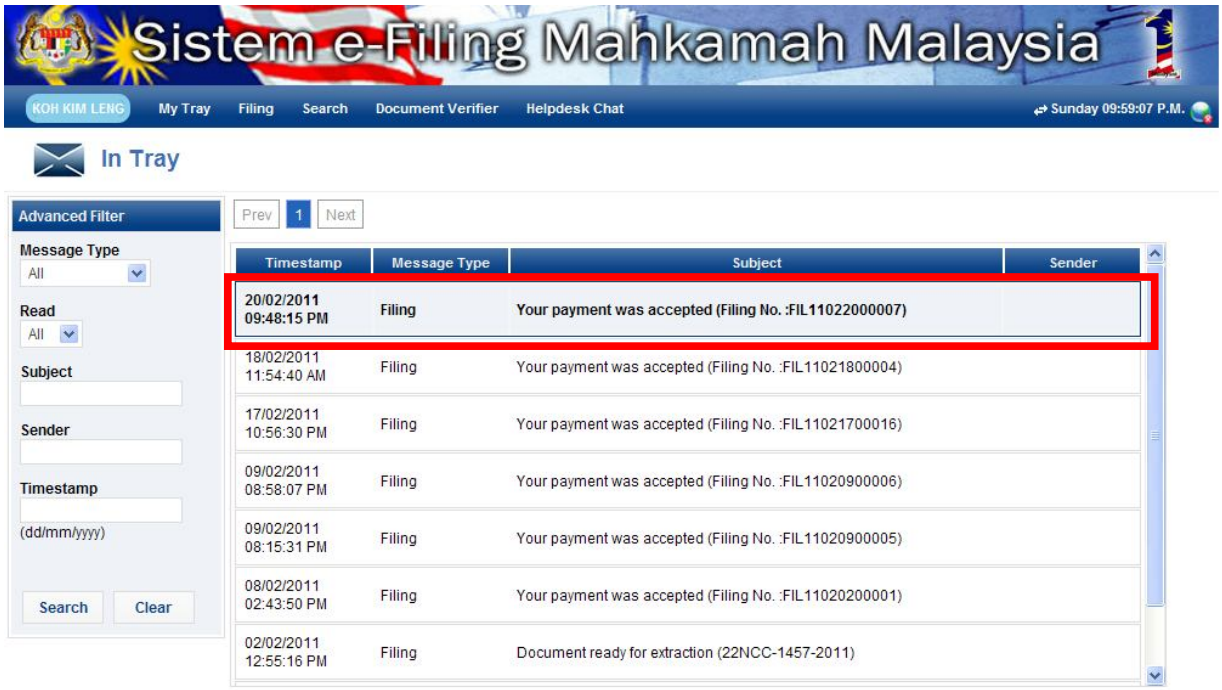

Figure 33

74. Upon clicking on the relevant message(s), the following screen will appear. (***Figure 34***)

Figure 34

75. Click to reprint the official receipt.

76. Click "***Close***" the close the notification.

77. Click to view the summary of documents that have been uploaded.

Figure 35

78. Upon clicking the status of the document uploads as shown in ***Figure 36*** will appear.

Figure 36

1.2 Online Submission for Existing Case

1. Login in with your e-Filing account Login ID.
2. The following page will appear. (***Figure 40***)

Figure 37

3. Move cursor over "***Filing***" (***1, Figure 41***)

4. Select "***Submit Filing***" (***2, Figure 41***)

Figure 38

5. Click "***Existing Case***".

Figure 39

6. Upon clicking "***Existing Case***", the following pop up will appear. (***Figure 43***)

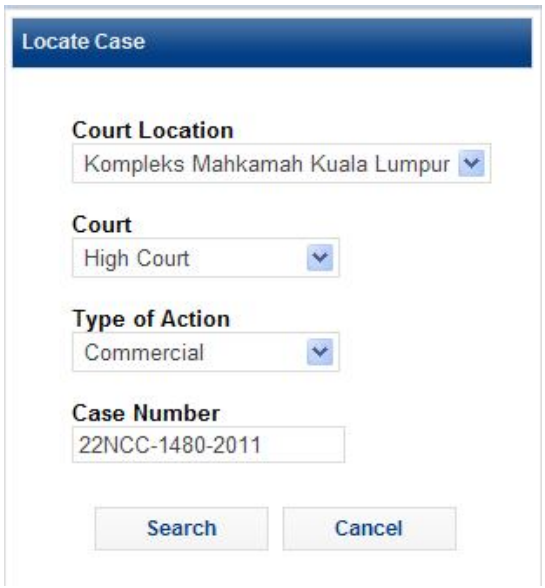

Figure 40

7. Select and fill in the details of the case

   - ✓ Court Location – Eg: Kompleks Mahkamah Kuala Lumpur
   - ✓ Court – Eg: High Court
   - ✓ Type of Action – Eg: Commercial
   - ✓ Case Number – case number which want to submit document

8. Click "***Search***" to search for the case details.

   Click on "***Cancel***" to close the pop up message.

9. Upon successful search of the case detail, the following pop up message will appear (***Figure 44***)
10. Select the party who you are acting for "***Filing Party***"
11. Upon selection of "***Filing Party***", the party who is currently still unrepresented will appear.
12. If you represent the said Party, please check on the relevant party name to fill in the relevant details.
13. Click on "***OK***" button to proceed.

    Click on "***Cancel***" if you do not wish to continue

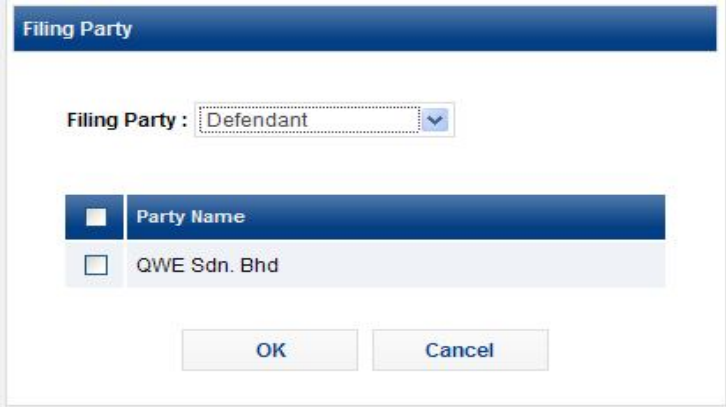

Figure 41

14. Upon clicking "***OK***", the case details will appear. (***Figure 45***)

15. Click on "***Next***" to proceed for document(s) submission.

Figure 42

16. Upon clicking "***Next***", you will be taken to the following page. (***Figure 46***)

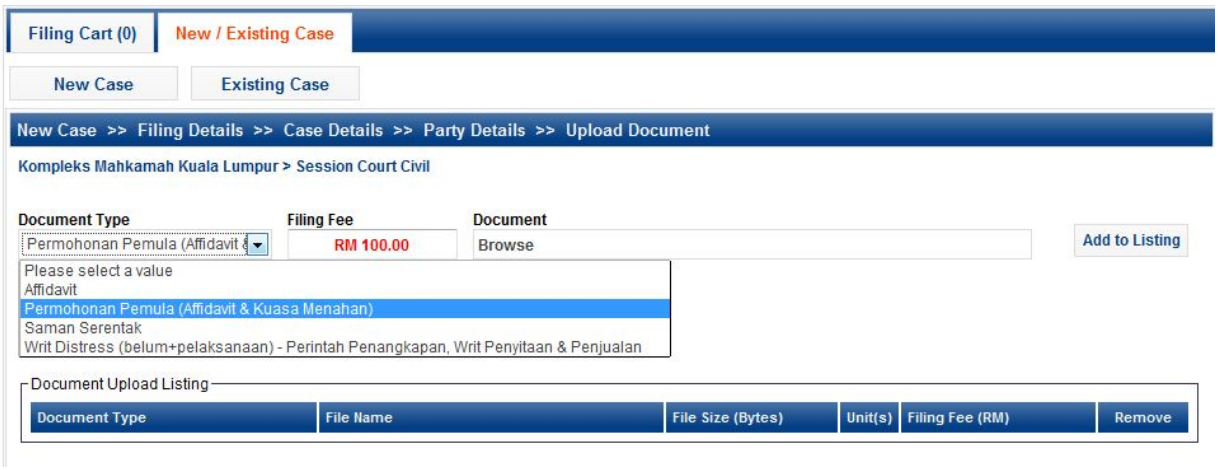

Figure 43

All other steps remain the same as those stated in Step 18 above in relation to "Online Submission of a New Case". If in doubt, kindly follow the instructions as stated in Step 18 (*1.1 Online Submission of a New Case*) and onwards.